



Name:	NINA JESSA Y. TANTAY
Position:	ACCTG./ADMIN/PURCHASING STAFF
Date Hired:	SEPT. 1, 2023

### EMPLOYEE APPRAISAL AND EVALUATION SHEET

CRITERIA:	1- POOR	2-Needs Improvement	3 - Good	4 - Very Good	5 - Excellent
(A) ATTITUDE - Easy to deal with and flexible to any kind of works given. Open to any ideas and suggestion. A Team Player.				✓	
COMMENT:					
(B) TECHNICAL KNOWLEDGE - Understand assign task very well and can comprehend easily on the instruction given with less supervision.				✓	
COMMENT:					
(C) MORAL VALUES - Respectful and polite dealing with co-workers and superior. Transparent in any dealings especially when it comes to financial matters.				✓	
COMMENTS:					
(D) ATTENDANCE - Report to work timely and extend O.T. Including duties during Holiday and Sunday if it's required.			✓		
COMMENTS:					
(E) SAFETY CULTURE - Concerns on safety including company property and ship's property.				✓	
COMMENT:					
(F) COST ORIENTED - Concerns on yard expenses and cost control of Project Budget without jeopardizing quality and schedules.				✓	

#### COMMENT:

Evaluated By: DULCESIMO ALPAFARA  
 Position: ADMINISTRATIVE OFFICER  
 Date: JUL 17, 2024

7/17/2024

23/30 Very Good